

**Exam: Maintenance Foreman, Correction IDOC 08.2017**

Questions #1 - #3 are minimum requirements for this position.

Question #4 - #6 is a specialty requirement for this position.

Question #7 is extra credit, is not required, but could increase your score.

Question #8 is for your required resume to include a summary of your work history, education, training, and experience.

For education, include all relevant college course titles, number and credits/hours awarded.

For experience, include all relevant position titles, dates of employment, and a description of work performed.

Failure to submit a resume with all requested information may result in you not being considered for this position.

\*Important: "Typically gained by" statement provided in the exam questions is the minimum requirement for that question. BE SURE TO INCLUDE ANY ADDITIONAL INFORMATION ON YOUR TRAINING, EDUCATION AND/OR EXPERIENCE, AS THIS MAY INCREASE YOUR SCORE. Please be complete in your response.

This information will be provided to the hiring supervisor when making a hiring decision.

**1. Please describe how you have gained good knowledge of safety requirements associated with mechanical and trade jobs.**

This is typically gained through completion of a class or seminar (of more than one day) specifically covering safety practices;

OR

completion of a college level course covering safety practices in commercial or industrial construction/maintenance settings;

OR

leadwork experience which involved work assignment, direction, and monitoring of safety on work sites.

Provide any applicable experience, training and/or certifications as these may increase your score.

Answer - 1

---

**2. Describe how you gained some knowledge of supervisory practices.**

**Include in your response any supervisor training received and/or types and numbers of employees supervised.**

Typically gained by completion of a class or seminar [more than one day], specifically covering supervisory practices; or lead-work experience that required work assignment, direction, and monitoring (such experience on a fill-in basis is non-qualifying unless for a period of approximately three months or more); or successful completion of a college-level personnel course.

Answer

---

**3. Describe how you have gained experience reading and interpreting blueprints and construction specifications for the purpose of constructing and maintaining structures and buildings.**

From the self-rating statements shown below, choose the one that best describes your education, training, and/or experience.

You must have education, training or experience in this area to be considered for this position.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have had education, training, or experience in performing this task, but have not yet performed it on a job. (Hobby or work at home experience is acceptable.)
- ☐ I have performed this task on a job. My work on this task was monitored closely by a

- ☐ supervisor or senior employee to ensure compliance with proper procedures. (Self-Employment is acceptable.)  
I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee and I am considered a Journey-level worker in this area (at least 3 years full-time paid experience).
  - ☐ I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.
- 

**4. Describe how you have obtained good knowledge of carpentry, plumbing, electrical and general building maintenance.**

**This knowledge may be gained through completion of formal training (such as in a vocational technical school) covering all the following skills;**

**OR**

**at least two (2) years of professional work experience performing all the following:**

- **skilled carpentry, plumbing, electrical, and building maintenance repair;**
- **using and maintaining tools and equipment normally associated with carpentry, mechanics, plumbing, and electrical work.**

Your response needs to address ALL of the items shown in the bulleted areas.

Answer

---

**5. Describe how you have obtained some knowledge of HVAC and mechanical systems maintenance.**

**This requirement may be met by formal training/education specific to HVAC systems;**

**OR**

**approximately 6 months of (supervised) professional work experience performing routine HVAC maintenance. Performing limited HVAC maintenance on an occasional basis or home maintenance is not qualifying.) Your experience must have been gained in a professional work capacity and must have been a primary responsibility of your job.**

Include in your response your work experience and any specific training in this area. List dates of employment, position and length of training, if any.

Answer

---

**6. (0403) Specialty Area. A valid driver's license is required for some positions. Do you possess a valid driver's license?**

This specialty area is not required for all positions. Please check the job announcement to determine if it is required for the current opening. Responding “no” to any of these items will not disqualify you from positions that do not require this specialty.

- ☐ Yes
- ☐ No

---

**7. (Extra Credit) Are you currently employed with Idaho Department of Correction or at an adult correctional facility in Idaho?**

- ☐ Yes
- ☐ No

---

**8. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Links will not be accepted. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.**

**Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), and the name of the employer(s) where you worked in this capacity.**

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below. Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.

